

Student Confidentiality

According to the *Family Educational Rights Act of 1974, enacted as section 438 of the General Education Provisions Act*, student information that is considered “private” may not be shared with any outside agency or individual who is not designated on a release of confidential information form that has been signed by the student. There are several types of information that may require release of information forms: **directory information**, **student assessment/progress information**, and **strictly confidential information**.

Directory information is basic information stored in an educational record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to:

- full name
- address and telephone listing
- date and place of birth
- dates of program attendance
- most recent previous education
- agencies or institutions attended

Each student must sign a form that verifies his or her knowledge that the institution can release directory information.

Educational record information is specific information contained in an educational record of a student that is usually shared among teaching, support, and administrative staff members of the Adult Education program. Such information is considered private and therefore may not be shared externally. It includes, but is not limited to information regarding:

- program placement
- plan of study
- assessment scores
- progress portfolio
- record of attendance

Before such information may be shared verbally or in writing with an individual outside the Adult Education program or with an external agency, a signed release of information form must be obtained.

While *directory and educational record information* is not considered “strictly confidential,” a local program must adhere to its institution’s policy, which must be in accordance with the *Family Educational Rights and Privacy Act (DOE 34 CFR, Part 99)*. Data on the learner registration information forms may be transmitted to the Indiana Department of Education and other Adult Education providers without a formal release of information.

Learners must be made aware that they may be contacted following program completion and that the Indiana Department of Education may use information from the learner registration information forms to obtain data from other private and public entities. The Statement of Understanding Regarding Release of Information Contained in Program Records should be read to students upon entry and the release form should be signed.

In some circumstances the Simplified Release of Information form may be used.